

JOB DESCRIPTION

TITLE:

Access & Support Manager

GRADE:

Management Spine 1-3

RESPONSIBLE TO:

Group Curriculum Director /Deputy Group Curriculum Director

RESPONSIBLE FOR:

LSA's SSA's across campus

PURPOSE OF THE JOB:

- To have responsibility for line management of (SSAs) support staff and operational issues within the Directorate
 - To carry out line-management duties i.e. performance development review process, observations, budget control
 - To teach between 8 - 11 hours per week excluding occasional cover for cancelled classes, subject to operational demands agreed with your line manager and the specific responsibilities of the post.
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MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status;
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;

- 1.4 To implement the College's health and safety policies and practices;
- 1.4 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.5 To ensure that the College's equal opportunities policies are implemented and that all aspects of the College's Charter and complaints system are understood and upheld by staff.

2. Managing Operations:

- 2.1 To contribute to the development of the service and curriculum work programme including the proposition for innovative methods of service delivery;
- 2.2 To lead and participate in students' annual reviews;
- 2.3 To assist in the development of effective course and curriculum in line with national requirements, local community needs, and the needs of employment;
- 2.4 To conduct initial assessments and support with writing S2s (Schedule 2);
- 2.5 To be responsible for school's visits to assess the needs of students and support needs;
- 2.6 To develop student-centred teaching and learning strategies and the allocation of students to appropriate classes;
- 2.7 To contribute to the design, delivery and evaluation team on all aspects of the course and liaise with colleagues;
- 2.8 To contribute to the college's annual assessment and review process;
- 2.9 To ensure that parents are consulted in decision regarding their children's education;
- 2.10 To work closely with colleagues and other agencies (e.g. SALT team) in promoting a team approach for co-ordination, support and evaluation;
- 2.11 To work as part of the team and to ensure that student are successfully integration into college;

2.12 To act as contact point and mediator between the college, parents and teachers.

3. Managing Finance:

3.1 To assist in the management, monitoring and control of the expenditure of a cost centre effectively and efficiently within College and funding body guidelines;

3.2 To support with budget management including the appropriate staffing budgets;

3.5 To initiate and participate in schemes to generate funds from external sources and manage where appropriate;

3.6 To be responsible for the purchase of apparatus, equipment and materials within the cost centre budget;

3.7 To support with costing for support workers and to identify which student require personal care support.

4. Managing People:

4.1 To assist in the recruitment and selection of SSA's & LSA'S;

4.2 To have responsibility for support staff and defined operational issues within the Directorate;

4.3 To be responsible for the day-to-day management of SSAs;

4.4 To ensure that staffing matters, which affect service delivery are dealt with in accordance with College policy and procedures;

4.5 To carry out leaning walks and observations for more than 30 support staff;

4.6 To observe procedures for student monitoring, discipline and complaints in accordance with the college policies;

4.7 To ensure that new staff are given appropriate induction and support;

4.8 To manage individual staff performance through Support, management and observation in accordance with College policy;

- 4.9 To identify the training and development needs of a group of staff, and to coach staff to achieve their full potential;
- 4.10 To contribute to the staff development programme for the College;
- 4.11 To assist in the development of effective course and curriculum teams.

5. Managing Information:

- 5.1 To keep up-to-date with national, regional and local developments in Further Education;
- 5.5 To carry out formative and summative assessments and write report;
- 5.6 To evaluate the service provided through performance indicators, in particular to assist GCD/Deputy GCD in producing an annual Self-Assessment Report.

6. Tutoring

- 6.1 To teach on appropriate courses within the College's programme;
- 6.2 To be a personal tutor/course co-ordinator for a designated group of students within a range of courses;
- 6.3 To be responsible for planning and delivering lesson and preparing resources to meet the students' needs;
- 6.4 To prepare and monitor appropriate syllabuses, schemes of work and learning outcomes;
- 6.5 Set to prepare and agree individual's learning plan and review termly
- 6.6 To provide regular feedback to students and to give group and individual tutorial support to enable them to achieve maximum benefit from their course;
- 6.7 To compile and maintain course records;
- 6.8 To liaise with medical staff/class teams re: care plans/medical training;
- 6.9 Teach on a range of courses at community or main college sites if needed.

7. Safeguarding

- 7.1 To act as a Safeguarding Lead
- 7.2 To work in partnership with other agencies to safeguard and promote the welfare of young people;
- 7.3 To implement the College's health and safety policies and practices;
- 7.4 Keep all NCC staff updated with current procedures and practice and And ensuring that all new and temporary staff are trained and familiar with the College's safeguarding policies and their responsibilities
- 7.5 Adhering to the LSCB and school procedures with regard to referring a young person at Hackney SEND;
- 7.6 Monitoring and reporting the progress of cases;
- 7.7 Attend initial and review Child Protection meeting, conference, core group and multi-agency meetings.

8. Person Specification

- 8.1 Possession of a degree or appropriate professional qualification and hold, or be working towards, a recognised teaching qualification;
- 8.2 Teaching experience in a related subject;
- 8.3 Ability to select, manage and develop staff;
- 8.4 Knowledge and understanding about the SEND curriculum framework, high needs assessment and the Code of Practice and experience of sharing good practice;
- 8.5 An understanding of the key national and local issues affecting participation and achievement in post-16 education;
- 8.6 An ability to set and monitor high standards of teaching and learning, and an understanding of quality principles and practices in Further Education, with the ability to set and monitor performance targets;
- 8.7 A high level of written and oral communication skills and the ability to communicate with a range of individuals internally and externally
- 8.8 Proven organisational skills including an ability to work to deadlines and to use a range of software packages;
- 8.9 Experience of successful partnership development;
- 8.10 Knowledge of management of delegated budgets and preparation and implementation of business plan;
- 8.11 An understanding of and commitment to Equality and Diversity and Safeguarding and practical ideas for their implementation in this post.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.

Incremental pay progression will be by satisfactory performance review.